



ISSUED ELECTRONICALLY VIA EMAIL

October 2, 2024

NOTICE TO CONTRACTORS AND SUPPLIERS

The University of Maryland is moving to a new Enterprise Resource Planning (ERP) Solution, including a new Finance System (Workday Financial System), effective November 15, 2024. Due to this transition, there may be payment delays during this period. To prepare, we strongly encourage all vendors to submit invoices to **apadmin@umd.edu** by **October 4**, to ensure processing and payment by October 31. Please note that the Central Accounts Payable team will not process invoices or payments from October 31 to November 14. Invoice processing will resume on November 15, 2024.

The Procurement transition begins October 31, 2024 and lasts until November 15, 2024. During this period, campus departments will be able to continue to order routine items using Pcards. Procurement will only be issuing Temporary Purchase Orders for items that exceed \$5,000 and for which the purchase can be fully completed within the two week period. Temporary Purchase Orders will only be issued for the following specific purposes:

- (a) The health or safety of any person(s) or animals(s);
- (b) The preservation or protection of property; or
- (c) The continuance of necessary University functions
- (d) Urgent procurement needs that can be fully completed between 11/1 and 11/15

Vendors receiving an Emergency Purchase Order will receive a Temporary Purchase Order, from UMD Procurement & Business Services, for the purpose of authorized order placement. The Temporary Purchase Order is **not** to be invoiced against. When the new Finance System is live, a final Purchase order will be issued by Procurement with instructions for invoicing.

The University will not be able to conduct business with new contractors/suppliers during the period of October 31 to November 15.

Any questions about this notice may be directed to University of Maryland Procurement.

We appreciate your cooperation as we navigate this important change to the way the university does business.